



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment

Form #:
14.04.2

Meeting Details

Group: Hay River JOHSC	Location: HR Engineering Boardroom	
Date: March-14-18	Start time: 3:00 p.m.	End time: 4:00 p.m.
Secretary: Tammy Martel	Chairperson: Sam Mugford	


Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
Andrew Taylor	12	Management / Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Blaine MacKay	11	Management / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Sam Mugford	9	Union Rep Worker / Acting Co-Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Gilles Ringuette	6	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Andrew Davidson	12	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Erin Dean	8	Excluded Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Excused
Matthew Lakusta	2	Union Rep Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tammy Martel	9	Excluded Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	On leave

* Record number of meetings attended by fiscal year in # column. Remove/insert rows as required

Approval of Previous Meeting Minutes

Date of last meeting: February-19-18	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion:	

 <p>NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i></p>	<p>Health & Safety Management System Form: JOHSC Meeting Minutes</p>	Page 2 of 6
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Outstanding Items at Previous Meeting

Item #1: 11-08-17 Member Change	Date initiated: November-8-17
Item details: Ian has been promoted to Manager – need to fill his spot	
Recommendations: Send an email to all Hay River for volunteers to fill his spot – Union Rep Worker needed	
Actions taken: <ul style="list-style-type: none"> • An email will be sent once Ian takes on his new role (November 20) • Email sent by John to All Hay River on December 11/17; no response at all • John will re-email All Hay River so any new employees are aware as well • Also suggested to send out an Agenda to All Hay River to invite & encourage staff to sit in without commitment to see if interested in joining • This item will be brought up at the Union AGM coming up soon (overdue) • Sam will be acting Union Rep Worker Co-Chair as John Stewart's final day is March 2, 2018 • Both unionized positions have been filled; Matt Lakusta & Allan Cunningham (AI will start in April '19) • Blaine will be the Management Acting Co-Chair while Andrew Taylor is on paternity leave 	
Initiated by: John	Date required:
Responsible party: Blaine	Date complete:

Item #2: 12-13-17 Street Signage, Crosswalks & Parking	Date initiated: December-13-17
Item details: Visibility issues have come up again as the “big, yellow truck” is back parking alongside the road across the street from Head Office causing visibility issues again.	
Recommendations: Follow up with the Town of HR	
Actions taken: <ul style="list-style-type: none"> • Erin will follow up with John who initially communicated this issue to the Town • John will send an email to the Town of HR • Town SAO responded by email (letter attached), Town By-Law Officer/Fire Chief called and spoke to John; John mentioned having signage then makes these issues enforceable • Still in the process 	
Initiated by: Erin	Date required:
Responsible party:	Date complete:

Item #3: 12-13-17 Overhead Door Incident	Date initiated: December 13, 2017
Item details: Overhead door fell while closing	
Recommendations:	
<ul style="list-style-type: none"> Overhead door rules should include NEVER walk under them, always use a man door Are doors checked regularly? Once or twice a year NTPC should bring in a contractor to inspect all overhead doors 	
Actions taken:	
<ul style="list-style-type: none"> Gilles will check into the SWP for walking underneath overhead doors (if any) Gilles will also check on the maintenance schedule/practices In process; will then forward to CMMS Planners as these doors are assets 	
Initiated by: Gilles	Date required:
Responsible party: Gilles	Date complete:

* Copy table above and insert as required

New Items

(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)

Item #1: 02-19-18 Students in building	Date initiated: February 19, 2018
Item details: Unpaid workers should have same safety orientation as paid workers. Unsure if student has had proper safety orientation.	
Recommendations:	
<ul style="list-style-type: none"> Email supervisor to ask if unpaid worker has had proper safety orientation 	
Actions taken:	
<ul style="list-style-type: none"> Blaine will email Annette to ensure that unpaid worker has had proper safety orientation Blaine to communicate to Annette for him to sign in & out each day Eddie has sent out an email to All NTPC 	
Initiated by: Erin.	Date required:
Responsible party: Blaine	Date complete: March-14-18

Item #2: 03-14-18 Arctic Winter Games	Date initiated: March 14, 2018
Item details: NTPC is allowing people to use the parking lot; Opening day there are activities being held out in the parking lot (see Doug)	
Recommendations:	
<ul style="list-style-type: none"> Building should be locked Door to Finance should be kept closed, not locked though 	
Actions taken:	
<ul style="list-style-type: none"> Sam to email Heather regarding notifying staff about the above noted recommendations as there is no security in the building 	
Initiated by: Andrew	Date required:
Responsible party: Sam	Date complete:

* Copy table above and insert as required

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JOHSC Communications (Recurring)

JOHSC's role IS Communications as we are the Head Office Spokesperson

November-8-17	<ul style="list-style-type: none"> - Erin has started to create a year-end newsletter (all members can contribute) for Head Office staff, Hydro & Thermal JOHSC groups to inform who we are & what we've done - Will also include a questionnaire/survey. - Newsletters will be published after each of the two yearly atrium presentations 	To be issued in January 2018; working on final copy
December-13-17	<p>Bios & Content for Newsletter</p> <ul style="list-style-type: none"> - The Year in Review (Andrew T., Erin & John) 	Working on final copy
December 13-17	Mervin's resignation; ask Eddie to follow up – is there merit to his email? Discussed and closed.	Andrew T. will talk to Eddie
December 13-17	SWP's are updated each year; in progress	To be completed by March 31-18

JOHSC Monthly Incident Review

Month		
April 2017	Read & reviewed	✓
May 2017	Read & reviewed	✓
June 2017	Read & reviewed	✓
July 2017	Read & reviewed	✓
August 2017	Read & reviewed; discussed ratings on incidents	✓
September 2017	Read & reviewed; discussed ratings on incidents	✓
October 2017	Read & reviewed; discussed ratings on incidents & reasons some have been re-ranked; members felt re-ranking was appropriate	✓
November 2017	Read & reviewed	✓
December 2017	Read & reviewed	✓
January 2018	Read & reviewed; discussed the fuel overfill incident, Blaine will mention to Ian (THAM) a simple remedy could be a "whistle" fill device; also discussed switching incident – switching fundamentals need to be reviewed more frequently	✓
February 2018	Read & reviewed	✓
March 2018		



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JOHSC Monthly Fire Extinguisher Inspection

Month		
April 2017	JOHSC Members	Complete ✓
May 2017	Human Resources	Complete ✓
June 2017	Health, Safety & Environment	Complete ✓
July 2017	JOHSC Members	Complete ✓
August 2017	Treasury & Enterprise Risk	Complete ✓
September 2017	Asset Management	Complete ✓
October 2017	JOHSC Members (Blaine)	Complete ✓
November 2017	Information Technology	Complete ✓
December 2017	Budgeting & Regulatory	Complete ✓
January 2018	Executive	Complete ✓
February 2018	Financial Reporting	Complete ✓
March 2018	Transmission & Distribution	

JOHSC Quarterly Facility Safety Inspection Schedule

Month	HR Head Office	HR Warehouse
April 2017	Blaine & Gilles ✓	Blaine & Gilles ✓
July 2017	John & Ian ✓	John & Ian ✓
October 2017	Erin & Andrew D. ✓	Erin & Andrew D. ✓
January 2018	Blaine & Tammy ✓	Blaine & Tammy ✓

Items Completed in Current Fiscal Year

Item #	Brief Description	Date Initiated	Date Completed
1	01-12-17 Preliminary Planning	January 12, 2017	May 10, 2017
2	01-12-17 Incidents Review	January 12, 2017	May 10, 2017
3	04-12-17 Building Inspection Issues	April 12, 2017	June 14, 2017
4	06-14-17 Summary of Central JOHSC	May 10, 2017	June 14, 2017
5	11-28-16 Emergency Preparedness	November 28, 2016	July 12, 2017
6	05-10-17 Street Signage & Crosswalks	May 10, 2017	July 12, 2017



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7	04-12-17 First Aid Kits	April 12, 2017	August 9, 2017
8	07-12-17 Fire Extinguisher Training	July 12, 2017	August 9, 2017
9	05-10-17 Site Emergency Response Plans	May 10, 2017	August 9, 2017
10	04-12-17 Air Quality Testing	April 12, 2017	September 13, 2017
11	04-12-17 KPI'S for JOHSC	April 12, 2017	September 13, 2017
12	05-10-17 Safety Trends	May 10, 2017	September 13, 2017
13	07-12-17 HS Committee Training	July 12, 2017	November 8, 2017
14	11-07-16 Inuvik Meter Change	November 7, 2016	November 8, 2017
15	11-15-16 Snare Chemical Shipping	November 28, 2016	November 8, 2017
16	10-11-17 Fire Extinguisher Re-numbering	October 11, 2017	November 8, 2017
17	10-11-17 2nd Atrium Meeting – Winter Driving/Kits	October 11, 2017	December 13, 2017
18	12-13-17 Review of Element 14.04	December 13, 2017	January 10, 2018
19	02-19-18 Students in Building	February 19, 2018	March 14, 2018

Next Meeting Details

Date: April-11-18

Time: 3:00 in Engineering Boardroom

Chairperson: Blaine MacKay

Secretary: Tammy Martel

Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4) Post